

BOARD OF SUPERVISORS

Brown County



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PUBLIC SAFETY COMMITTEE

Andy Nicholson, Chair
Tom De Wane, Vice Chair
Carole Andrews, Bill Clancy, Andy Williams

PUBLIC SAFETY COMMITTEE

Thursday, December 3, 2009

5:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of August 5, 2009.
1. Review minutes and reports of:
 - a. Criminal Justice Coordinating Board (10/27/09).
 - b. Emergency Medical Services (10/21/09).
 - c. Fire Investigation Task Force General Membership (9/03/09).
 - d. Fire Investigation Task Force Board of Directors (9/17/09).
 - e. FoxComm Executive Committee (10/23/09).
 - f. Local Emergency Planning Committee (9/08/09).

Communications

2. Communication from Supervisor Andrews to develop a process, including a form to fill out, to articulate the factors that lead to the need for a budget transfer to cover shortfalls with a section to be filled out by our financial office indicating where funds can be taken from. This form should be presented along with the request for budget transfer, and included in our packets. (Referred from September Admin.)
3. Communication from Supervisor Clancy re: I would like the Public Safety Committee to be briefed at the November or December meeting re: the radio operability study, cost implementation, timing and funding mechanics. (Held for 1 month.)
4. Communications from Supervisor Andrews re: To direct staff to research 911 funding mechanisms in place in other states for the purpose of creating recommendations for the State Legislature to consider implementing in the next biennial budget, with the goal of creating a stable funding source for Public Safety Communications Centers in Wisconsin. (Referred from October County Board.)

District Attorney

5. Monthly drug criminal complaint numbers (standing item).
6. Budget Adjustment Request (#09-105): Increase in expenses with offsetting increase in revenue. (See attached for details.)

Public Safety Communications

7. Budget Adjustment Request (#09-119): Increase in expenses with offsetting increase in revenue. (See attached for details.)
8. Budget Adjustment Request (#09-120): Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services. (See attached for details.)
9. Grant Application Review (#09-39): HS Mutual Aid Radio Round 5 (2007/2008) from WI Office of Justice Assistance.

10. Grant Application Review (#09-44): Hazardous Materials Emergency Planning Grant from WI Emergency Management.
11. Grant Application Review (#09-40): Long Term Power Outage 2009 from WI Office of Justice Assistance.
12. Contract for Long-Term Power Outage Grant.
13. Financial Report for Month Ending 09/30/09.
14. Discussion re: Ashwaubenon Public Safety.
15. Director's Report.

Sheriff

16. Ordinance re: To Create Sec. 30.09 of the Brown County Code Entitled "Purchase and Sale of Scrap Metal."
17. Ordinance re: To Create Sec. 30.08 of the Brown County Code Entitled "Pawn Brokers and Secondhand Article and Jewelry Dealers."
18. Key Factor Report for October and Jail Average Daily Population by Month and Type for the Calendar Year 2009.
19. Budget Status Report and Budget Performance Report for October 31, 2009.
20. Budget Adjustment Request (#09-108): Increase in expenses with offsetting increase in revenue. (See attached for details.)
21. Grant Application Review (#09-42): BOTS Speed from WI DOT BOTS.
22. Grant Application Review (#09-43): BOTS OWI from WI DOT BOTS.
23. Resolution Re: 2010 County-Tribal Law Enforcement Grant.
24. Sheriff's Report.

Clerk of Courts

25. Quarterly Report of Brown Co. Security/Incident Review Committee.
26. Financial Summary and Budget Status Report for September and October, 2009.

Circuit Courts

27. Budget Adjustment Request (#09-111): Increase in expenses with offsetting increase in revenue. (See attached for details.)
28. Court System Budget Transfer of October 28, 2009, and Budget by Account Classification Report for October, 2009.
29. Budget Status Report for September and October, 2009.

Medical Examiner No agenda items.

Teen Court No agenda items.

Other

30. Audit of bills.
31. Such other matters as authorized by law.

Andy Nicholson, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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**PROCEEDINGS OF THE BROWN COUNTY
CRIMINAL JUSTICE COORDINATING BOARD**

Pursuant to Section 19.84 Wisconsin Statutes, a regular and budget meeting of the **Brown County Criminal Justice Coordinating Board** was held on Tuesday, October 27, 2009, in the Truttman Room of the Law Enforcement Center – 300 East Walnut Street, Green Bay.

Present: Judge Kendall Kelley, Supervisor Pat Evans, Supervisor Andy Williams, Sheriff Dennis Kocken, Jeffrey Cano, Tim McNulty, Jed Neuman, Jayme Sellen, Lisa Wilson, District Attorney John Zakowski.

Excused: Jim Arts, Don Hein, Jack Jadin, Jeffrey Jazgar

Citizen Reps: Dr. Gerald Wellens.

1. **Call Meeting to Order:**
The meeting was called to order by Chair Judge Kendall Kelley at 3:41p.m.

2. **Approve/Modify Agenda:**

Motion made by Supervisor Evans and seconded by Supervisor Williams to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

District Attorney Zakowski arrived at 3:45 p.m.

3. **Approve/Modify Minutes of September 29, 2009:**

Dr. Wellens stated that the statistics under item #5 were different then what was presented by D.A. Zakowski at last months meeting. He explained that when he brought up that the numbers were disproportionate in terms of race there were specific races that were left out. He believed Native Americans and Asians were not listed and noted that the figures in the minutes for Hispanics and Blacks only came to 34%. He felt that those numbers were not helpful to him in terms of what was being discussed.

Chair Kelley responded that the reference to the statistical numbers, he felt the handout that was received was not statistical and that D.A. Zakowski had orally presented the information that was noted in the minutes.

D.A. Zakowski stated that those were the statistics that their intern had put together and there would be no reason that the numbers were not accurate because they were done hand by hand. Zakowski questioned if he pulled numbers from a month or two to discuss and that was what was noted in the minutes.

Evans noted that the numbers in the minutes were numbers that they just looked over as a committee.

Wellens stated then they are not complete and do not add up to the 100% and explained that that was just his point.

Motion made by Dr. Wellens and seconded by Supervisor Williams to identify all the races in the minutes. Vote taken. MOTION APPROVED UNANIMOUSLY.

Motion made by Supervisor Evans and seconded by G. Wellens to approve as modified. Vote taken. MOTION APPROVED UNANIMOUSLY.

4. Report from the District Attorney Regarding Drug Prosecution (D.A. John Zakowski).

Zakowski stated he had Intern, Nicole Naze, subsequent to their last meeting, provide information showing how many offenders had past convictions per the request of the committee. Naze had put together handouts in which Zakowski provided (attached) re: 6 Month Summary of 2009 Drug Demographics, 6 Month Summary of Previous Convictions Count and 6 Month Summary of Birthplace by State.

Supervisor Williams questioned if the handout re: Previous Convictions Count, could be broken down by age to see at what age prior, pending and repeat offenders are coming back and what age the new offenders are coming in. Zakowski responded that he will have it broken down with age and race as well.

A brief discussion ensued with regards to the handout: 6 Month Summary of Birthplace by State. Zakowski stated he was unsure how much significance it had and that the greater concern was if drug offenders were moving in from another area. He stated the only way to tell is by their convictions in other counties which they have access to and is part of the general ledger. Chair Kelley stated that one of the popular perceptions is that some of the more serious drug cases, drug trafficking come either from Milwaukee, Cook County, or Chicago. In looking at these in terms of birth places it doesn't necessarily tell you a lot except there must have been some sort of connection at some point in their lives.

Chair Kelley questioned in terms of the totals put together, would that information be able to discern whether or not there seems to be ties, either prior convictions or multiple prior convictions. Zakowski responded that they do have convictions and drug convictions and they could go a step further and say where they are from. If they are from Cook County and Milwaukee they could be red flagged. Kelley stated that would be two additional projects to break down within the demographics of repeat drug offenders and also give a more accurate view as to where some of the offenders are coming from or if in fact they are from Brown County. Zakowski stated he will revise the info and bring it back in a nine month period vs. the six.

5. Community Drug Education Programs (D.A. John Zakowski).

Zakowski stated he may have more information to report but had not had a chance to look at it. He felt he would be able to review what drug education programs are out there and bring back info for discussion for next meeting.

Chair Kelley recapped on the discussion from last month's meeting regarding the possibilities of getting other statistics from the Clerk of Courts. He stated they were trying to get a sense of the relative commitment of resources to drug cases and get some ideas about the relative percentage of drug cases compared to other cases that would reflect court time. In that sense the relative volume of drug cases to the overall criminal caseload would be what they are looking for. It was indicated that what they needed was a list of all the drug statutes to be able to identify those.

Chair Kelley asked D.A. Zakowski what would be, from his perspective, be a meaningful way to break that down from the resources from his office that are required to used just looking at the relative finds of drug cases to other cases. Zakowski stated he looks at the trials and the number of felonies because there are not as many with sexual assaults but probably more preliminaries on drug cases than on a lot of other types of cases and that

necessitates some prep time and work time so that would be more time consuming. Zakowski stated he keeps all of his statistics yearly and can bring it in. They could then see what the State does and pattern an evaluation after what the State does. Further discussions ensued in regards to allocating resources among the D.A.'s office. Kelley stated it was more of a question of how much it was costing in terms of resources and how to answer that question if they were to bring that information to the County Board.

Zakowski responded that his thinking was really how many other referrals are there and how much more work needed to be done. They have three full time people working on nothing but drug cases and they are maxed out and the question is if they are able to keep up with the flow. He asked how many more resources are needed to keep up with what is out there. Kelley stated they would have to determine what that means in a relative sense. He encouraged Zakowski to think about how he does the analysis and how he might be able to provide from his perspective and they can go back and see what they can see in terms of a total number for all the courts.

Supervisor Williams questioned if the focus was on the D.A.'s office or the court system in general. Kelley stated they were going to deal with the court system part but he was interested in the D.A.'s office because they live with the reality and have the insides. Williams felt that what would be helpful to him in identifying resource allocations time spent in court would be to look at how many times each case had touched the courts. For example, bad checks take typically two hearings and are in and out. The D.A. office could note which case had a prelim that day so it can be seen how many drug cases had a prelim.

Motion made by Supervisor Evans and seconded by J. Neuman to receive and place on file items 4 & 5. Vote taken. MOTION APPROVED UNANIMOUSLY.

6. **Such Other Matters as Authorized by Law: None**
7. **Adjourn:**

Motion made by Supervisor Evans and seconded by J. Zakowski to adjourn at 4:20 p.m. Vote taken. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

1a

**PROCEEDINGS OF THE BROWN COUNTY
EMERGENCY MEDICAL SERVICES COUNCIL**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Emergency Medical Services Council** was held on Wednesday, October 21, 2009, at the Village of Ashwaubenon Board Room – 2155 Holmgren Way, Green Bay, WI.

Present: **Voting Members:** Carole Andrews, Dan Gunn, Robert Kiser, Cal Lintz, Larry Ullmer, Kris VerVaeren, Mark Wallace.
Excused: Tom Madigan.

Present: **Non-Voting Members:** Paul Casey, Ken Johnson, Jim Nickel, Cullen Peltier, Dawn Wolfcale.

Excused: Jennifer Gerdmann, Al Klimek, Joy Nevelle, Tom Pannke, Bonnie Parrot, Eric Peterson, Chris Sorrells, Steve Stroman.

Also Present: Corey Bereza, and Other Interested Parties.

1. **Call Meeting to Order:**
The meeting was called to order by Chair Kris VerVaeren at 1:31 p.m.

2. **Approve/Modify Agenda:**

Motion made by Carole Andrews and seconded by Bob Kiser to approve. MOTION APPROVED UNANIMOUSLY.

3. **Approve/Modify Minutes of August 19, 2009:**

Motion made by Carole Andrews and seconded by Larry Ullmer to approve. MOTION APPROVED UNANIMOUSLY.

4. **MCI Plan Modification/Approval:**

Cullen Peltier, Emergency Management Director, stated that modifications were sent to everyone on the EMS Council. He said there have been a couple of changes since then.

Mr. Peltier stated that the Operational Communication Plan has been added (copy attached). In addition, at the MABAS (Mutual Aid Box Alarm System) meeting this morning, he indicated that there was conversation regarding the additional units that are not part of the MABAS 112 Division. He said the suggested route from that group was that if private agencies are part of the mass casualty plan, as is County Rescue, and not part of MABAS, those private agencies must have individual agreements with each agency represented. There are several such agencies; so the plan is to wait for the others to become part of MABAS. He stated that eventually it is anticipated that the entire Northeast Region will be part of MABAS, and all these issues will be resolved; however, there will still need to be agreements in place between Gold Cross and the agencies Gold Cross will respond to within the Plan. Mr. Peltier said he is "still looking for approval and then with the assumption that we are working on getting that proper paperwork in place for these additional agencies."

Mr. Peltier addressed another issue that arose today: The box cards currently being used are not the same as this Plan. The consensus today was that "we should go with this

Plan...because those box cards are going to mirror this Plan in January-February timeframe when they're redoing all of their box cards."

Cullen Peltier thanked Captain Bob Conrad of the Green Bay Fire Department for his efforts in producing this MCI Plan.

Motion made by Dan Gunn and seconded by Carole Andrews to adopt the Brown County MCI Plan. MOTION APPROVED UNANIMOUSLY.

5. **H1N1 Concern:**

Chair VerVaeren expressed concern that he has not been able to get the vaccine from the Brown County Health Department. Mark Wallace said he received both the "injectable" and the "intranasal" from Prevea. Ken Johnson, Medical Director, added that Prevea has signed all of the paperwork; and both have been released. After some discussion, Dr. Johnson stated that the "intranasal" is more available; however, there are some limitations with using this, the biggest of which is the age limitation.

Dr. Johnson explained that with this vaccine there is additional paperwork; because last year, during the flu scare, the vaccine was not released in the proper phases. Phase I is emergency medical personnel. When asked by Paul Casey, Dr. Johnson said an agency can give the vaccine to another agency if it can be documented that the vaccine is given within the appropriate phase allotment. Dr. Casey said he might have some extra that he could release.

Dr. Johnson and Dr. Casey offered to help Chair VerVaeren if he is unable to obtain the vaccine; Dr. Johnson indicated that unless personnel receive the vaccine soon, he is not certain how much protection it will provide. Dr. Casey said some of his employees received the TAMIFLU vaccine in the interim. Chair VerVaeren said he would need 47 doses; Mr. Gunn – 180; and Mr. Ullmer – 150.

Dr. Johnson said the State has released protocols for EMS personnel to administer influenza vaccines. He said at the Training and Standards meeting, discussion took place regarding putting these standards in for future needs. Dr. Johnson stated that if the EMS Council members were interested, he would put in those protocols. The general consensus was that this would be helpful; and Chair VerVaeren pointed out that this would require an amended operational plan. Dr. Johnson said there is a link on the State website with more information.

Chair VerVaeren asked if there was a need to invoke the ProQA card. Dr. Johnson said no. He continued by saying that while emergency departments are being inundated, he has not heard the same of the ambulance services. He continued by saying it is not the ambulance traffic that has increased dramatically; but, instead, it is the walk-in traffic in emergency departments.

Dr. Johnson reminded the members that N95 masks can be re-used if a regular mask or a plastic shield is worn over it; if the N95 mask is kept in a paper bag in between calls; and as long as it is not saturated or visibly soiled.

6. **Medical Director's Report:**

Dr. Johnson distributed a sample letter to EMS Council members concerning hospital destinations (copy attached). He said the hospital destination protocols indicate that the patient should be transported to the hospital in the EMS service area; it does not give the patient or the patient's family the option to transport outside the area. He requested a list of names and addresses of members in order to send this letter.

Dr. Johnson said he submitted the RSI and STEMI profiles to the State. The State had two minor changes, and Dr. Johnson will forward these profiles to the agencies.

Dr. Johnson stated that he attended the Sheriff's meeting to discuss perpetrator examinations, and he will be working with Green Bay Police Department to learn the procedures of other communities. He did learn that it is in the State Penal Code and agrees that any body cavity searches must be performed by medical personnel; so those will still be brought to the emergency room to request an exam. Dr. Johnson did not think that is a large number, so there would not be enough volume to have this done contractually.

7. **Training and Standards Work Group:**

Dr. Johnson said Training and Standards met this week; it was decided that future meetings would be at noon on the same day as EMS Council meeting.

Dr. Johnson said the group reviewed the run sheet (see attachment); he indicated that one question that arose concerned whether or not the radio reporting format needed to be changed in the protocol (also attached). Dr. Johnson said he did not think this would be necessary. Dr. Casey asked if this could be limited to pertinent positives. After some discussion, Dr. Johnson said he thought it would be reasonable to make some changes: (1) have it say the following pertinent positives should be reported on ALS calls; (2) rearrange some items; (3) show physical exam without specifying; and (4) make sure that IV, Immobilization, etc. are in the same order as on the new sheet. He continued by saying this form offers a suggested structure and a good two-way communication. Dr. Casey indicated that oftentimes there is too much information being offered. Dr. Johnson will distribute the form and work on revisions to the protocols.

Dr. Johnson said the group was asked to review the KING LT as an alternate airway; this led to questions concerning the ways airways were being performed in the county in general. It was decided that when the December chart review was done (12-16-2009) Dr. Johnson will make a presentation concerning recommendations with airways to engender a discussion. He continued by saying, "I think we are going to start trying to QA our airways the first 6 months of 2010, see what our experience in the system is, and then discuss whether or not we need to change our protocols."

Dr. Johnson said as most services migrate onto WARDS (Wisconsin Ambulance Run Data System) standardized CQI (Continuous Quality Improvement) reporting may begin. He requested input from Council members via e-mail concerning information on the reports that would be generated weekly and/or monthly. He said he is hoping to include about 10 elements and the Brown County averages for those 10 elements.

8. **Statewide Committees and Task Force -- Reports:**

Cal Lintz, NWTC EMS Coordinator, reported that Wisconsin Administrative Rule HFS 110 had been approved by the Board and returned to the EMS Section for re-writes; now it goes up to the Rules Writer, and there will be 8 hearings. Mr. Lintz said he anticipates that there will be some revisions.

Dr. Johnson said the penalty fees would be charged, but the per-license charge would not. He continued by saying there was a lot of time spent talking about H1N1. He added that the State will have a protocol concerning the use of Card 36 that should be out in December.

Mr. Lintz suggested that language in the operational plans be reviewed by this Council.

Dr. Johnson said he spoke with the State concerning individuals who did not appear as having licenses. He was told that if the individuals were on the roster before and are not

on the roster now, "they're still good." The State hopes to have the data bases corrected in the next couple of months. Mr. Ullmer said previously if a person took an ACLS class through the college, it was uploaded to the State and automatically processed EMSS. He asked if that was going to continue. Dawn Wolfcale said class rosters were submitted to the State at the completion of the class; however, she has not heard whether or not ACLS was included in that list. Mr. Lintz added that the State claims that the EMS training center piece will not be available for 6-8 months. Mark Wallace suggested that the State e-mail the agencies regarding the status. Mr. Lintz opined that he would not be concerned until April or May, when re-licensure will occur. He said if the paperwork is complete, incorporated into the operational plan, and signed by the EMS Medical Director, that should suffice.

9. **Other Business:**

Jim Nickel, Director of Public Safety Communications for Brown County, reported that it is expected that the Brown County Board of Supervisors will approve the County Communications Plan in November. In preparation for that, user groups have been formed to learn the needs; the intention is to bring in a very stable and strong county-wide, in-building coverage system to meet the public safety requirements. He said it is hoped that all agencies are represented at these needs meetings and that a consultant will be hired to assist with this. He opined that it is a very good opportunity to determine the needs and then allow the industry to determine how the needs will be accomplished.

Mr. Nickel stated that one concern he has is with the use of cell phones; he said during a major event, the cell phone network is usually very busy and may not be available. He continued by saying there is the ability to provide multiple communication talk paths that would be secure. Chair VerVaeren suggested obtaining information from FoxComm. Mr. Ullmer asked if there were any considerations with what surrounding counties are working toward. Mr. Nickel said Brown County would certainly interface with other counties, but he said he would like to learn what is needed internally. When Mr. Nickel asked if med-channels were being used; Dr. Johnson said the med-channels are used rarely—usually when the cell phone would not be available; or an outside agency would be coming in; or communicating with Eagle III. Dr. Johnson said he shared Mr. Nichol's concern regarding the use of cell phones. Mr. Nickel concluded by saying this Council should discuss the requirements of the new system, and said this process is expected to begin soon. Mr. Peltier added that Mark Madigan is Vice Chair of the Fire EMS Radio Advisory Committee, so information could be passed along to him; also, there is a site on E-Sponder set up for posting the minutes of the meetings.

Mr. Lintz asked if there was communication from any Brown County Board Supervisors. Supervisor Carole Andrews said she spoke with Supervisor Steve Fewell; she indicated that although Supervisor Fewell would be interested in being on this Council, he is unable to meet at the time the Council meets. Mr. Lintz stated that his reason for this question is during a recent Paramedics Systems of Wisconsin panel, conversation took place regarding the compensation for medical directors. He asked if this should be pursued. Dr. Johnson said he has considered what the future of the medical director position would look like. He said he thinks there are two issues to be addressed—not just whether or not to fund the medical director position, but whether or not the structure by which this is done should be changed. He said he understands the political intricacies, but wondered if the possibility of a regional EMS directorship with a rotating director should be pursued during the next couple of years. He explained that when reviewing the protocols for all of Wisconsin, the substantive differences in the medical care delivered is less than 2 percent of the content; but there are 20 medical directors spending a huge amount of time writing each one of those. Mr. Lintz said he hoped that this could be worked on with some assertion and completed. Some additional ideas were exchanged regarding this possibility. Mr. Ullmer suggested that this possibility be put on the agenda for Training and Standards.

Motion made by Cal Lintz and seconded by Larry Ullmer to refer this back to Training and Standards Work Group. MOTION APPROVED UNANIMOUSLY.

10. **Public Comments and Such Other Matters as Authorized by Law: None.**
11. **Next Meeting – Wednesday, December 16, 2009 – 1:30 p.m.
Where: Village of Ashwaubenon Board Room**
12. **Adjourn:**

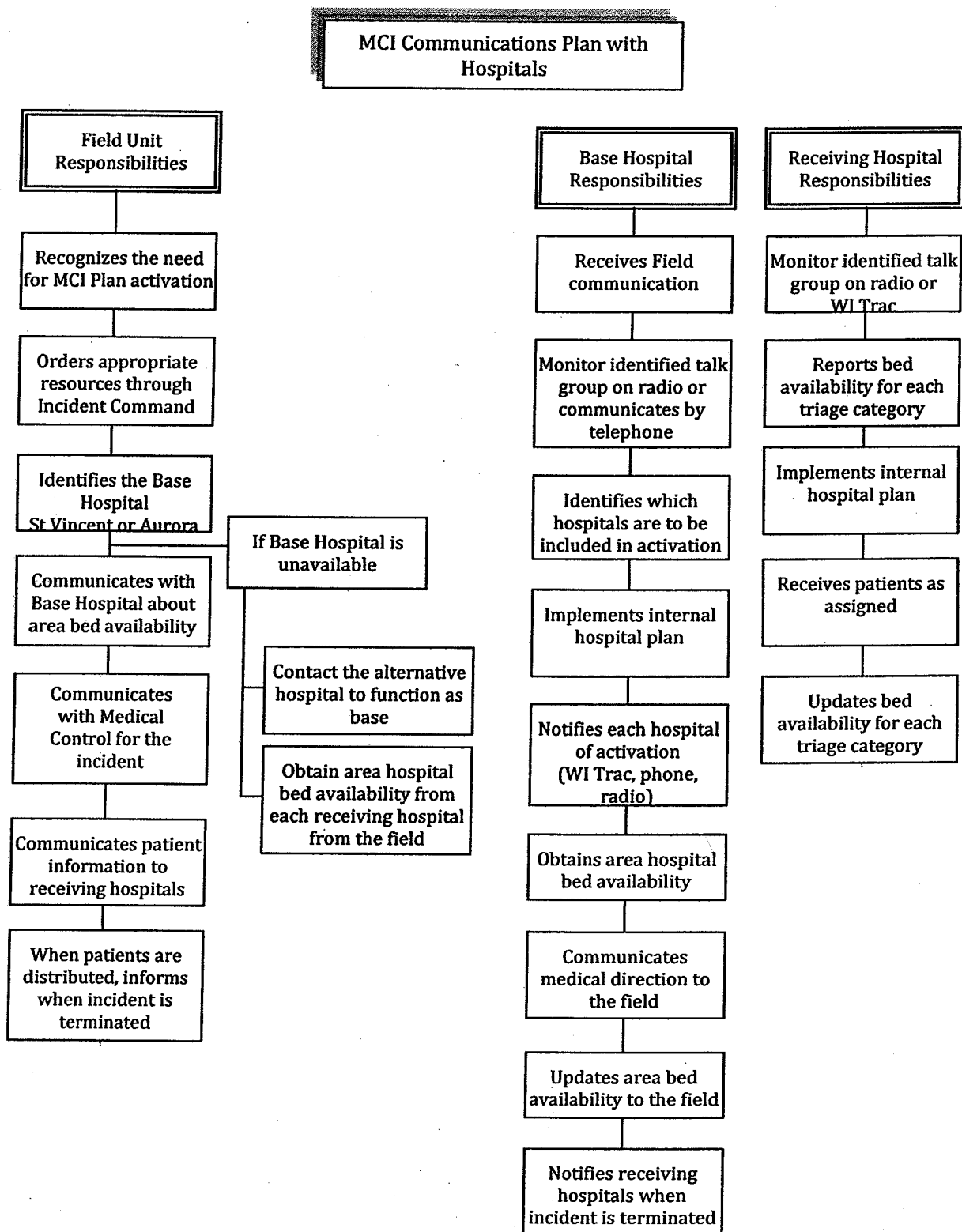
Motion made by Chair VerVaeren and seconded by Larry Ullmer to adjourn at 2:36 p.m. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Lisa Alexander
Recording Secretary

Mass Casualty Incidents

OPERATIONAL COMMUNICATION PLAN



Brown County EMS Council Members
XXXX

October 21, 2009

Dear XXX,

The purpose of this letter is to clarify the hospital destination policy currently being utilized by EMS agencies in Brown County. The purpose of this protocol is to ensure the safe transport of patients to an appropriate level of medical care, while maintaining appropriate EMS coverage of the jurisdictions served by each agency within Brown County. We understand that patients often have preferred facilities through which they obtain their care and we believe that EMS should honor these preferences when possible, provided the patient condition allows and the system has adequate coverage to allow the unit to be out of service for the required time. The concern is that transporting patients out of Brown County entails increased out of service times which negatively impacts our ability to respond to other patients requiring services during this out of service time.

The current protocol states: "The patient should be transported to the area hospital with an emergency department of the patient's choice. In the event the patient is unconscious, the family's wishes should be respected. If questioned about available institutions, all four available hospital emergency departments in Brown County should be offered. If the patient has no preference, they should be transported to the closest emergency department."

The term area means one of the four facilities in Brown County, unless transport to a facility outside of Brown County can be accomplished in a similar out of service time frame. This situation may occur in the fringes of the county where transport to a facility in Oconto, Manitowoc or Outagamie Counties may be equal to the time required to transport to a facility within Brown County .

It is the opinion of the services, their medical director and the EMS council that transport to more distant facilities which would require that a unit be out of service for a prolonged period of time and would put an undue strain on remaining resources covering the geographic area usually served by the responding EMS agency. Any patient requesting transport to a more distant facility will be offered transport to the Brown County facility of their choice and advised that they can work with the hospital staff to arrange an appropriate inter-facility transport once any emergent medical conditions have been identified and treatment initiated. We regret any inconvenience this may cause.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

Ken Johnson, MD, MPH, FACEP
Medical Director, Emergency Medical Services

Brown County EMS Patient Worksheet

Alerts: Code
Trauma
STEMI
CVA

Name: _____
D.O.B.: _____
Address: _____
Phone: _____
Physician: _____

Aurora 288-4068 or 4070 Bellin 433-6007 St. Mary's 498-1139 or 8842 St. Vincent's 433-0312 or 0347

1. Unit#: A _____ **ETA:** _____ min. **Age:** _____ **Gender:** M, F **Weight:** _____ kg **GCS:** _____

2. Chief Complaint:

3. Signs & Symptoms:

4. Medical Hx:

5. Medications:

6. Allergies:

7. Vitals

Time/ By	/	/	/	/	/
LOC	A V P U	A V P U	A V P U	A V P U	A V P U
GCS					
Pulse					
Blood Pressure	/	/	/	/	/
Respirations					
SpO2/ETCO2	%	%	%	%	%
Lung Sounds					
Cardiac Rhythm					
Temperature					
Breathing Scale					
Pain Scale					

8. Procedures

Time	By	Procedure	Notes
		Immobilization	C-Collar, KED, Long board, CID
		IV Access	Angio: Location:
		Chem Bg	mg/dl
		EKG	Interpretation:

9. Medications

Time	By	Medication	Dosage/Route
		Oxygen	LPM/ Nasal Canula, Mask

Brown County EMS Patient Worksheet

Code Summary

[illegible]

Vehicle Accident Supplement

Mobile Type: Car, Truck, Motorcycle, Bicycle, Other:
Accident Type: Head-On, Rear-End, Side Impact, Rollover, Unknown, Other:
Vehicle Found: Upright, Right Side, Left Side, On-Top, Unknown, Other:
Pt. Position In Vehicle: Driver, Front Passenger, Rear Passenger, Unknown, Other:
Safety Equipment: None, Seatbelt, Airbag Deployed, Child Safety Seat, Helmet, Unknown
Pt. Ejected? No, Totally Ejected, Partially Ejected, Unknown
Extrication Time: Minutes

Additional Notes: _____

Call Location: _____

Personnel on Call: _____

Medical control orders: _____ **Room#** _____

Emergency Dept. Physician: _____

Glasgow Coma Scale

Eye Opening: Spontaneous 4, Voice 3, Pain 2, None 1
Verbal Response: Oriented 5, Confused 4, Inappropriate words 3, Incomprehensible words 2, None 1
Motor Response: Follows commands 6, Localizes 5, Withdraws 4, Flexion posturing 3, Extension posturing 2, None 1

Brown County EMS Protocols

Medical Control Communications

There are three modalities of EMS to hospital communication:

1. Cellular Phone

Aurora Bay Care Medical Center	288-4070
	288-4068
Bellin Hospital	433-6007
St. Vincent Hospital Emergency Department	433-0312
	433-0347
	433-0459
St. Mary's Hospital Emergency Department	498-8842
	498-1139

2. UHF Frequency

Aurora Bay Care Medical Center	- Med Channel 6
Bellin Hospital	- Med Channel 6 or 7
St. Vincent Hospital Emergency Department	- Med Channel 7
St. Mary's Hospital Emergency Department	- Med Channel 8

3. VHF Frequency of 155.340

Initial medical control contact should be made as follows:

- Basic Life Support: Report to medical control on all BLS calls on cellular phone or VHF frequency of 155.340.
- Advanced Life Support: Report to medical control on all ALS calls with either a cellular phone or UHF Med Channel 6, 7 or 8. If cellular phone is utilized, the speaker phone may be used during EMS reporting and but should then be taken off speaker phone for two-way communication.

In the event radio or telephone communication is impossible to achieve, a paramedic unit may initiate life-saving medical care as under the heading Standard Orders - Emergency Situations.

Brown County EMS Protocols

Preferred Radio Reporting Format

Basic Life Support: Identify EMS unit and that you are on a "BLS Call". If the responding unit is a BLS unit, but the patient has symptoms that suggest the need for ALS care, this should be stated and either a request be made for ALS intercept or state that such has already been requested. The following information should then be reported:

- 1) Age and sex of the patient
- 2) Chief complaint
- 3) Brief history of present illness or mechanism of injury
- 4) Level of consciousness
- 5) Vital signs, including pulse, blood pressure and respirations
- 6) Pulse oximetry and/or blood glucose reading if appropriate and available
- 7) Any therapeutic measures performed.

Advanced Life Support: Identify EMS Unit and state "ALS call". For all major or potential major trauma patients contact medical control as early as allowed by patient condition and relay a brief report, including patient age, sex, mechanism of injury, current vital signs to allow for early activation of the trauma system. A complete report should follow when the management of the patient allows. The following should be reported on all ALS calls:

- 1) Age and sex of the patient
- 2) Chief complaint
- 3) Brief history of present illness and/or mechanism of injury
- 4) Level of consciousness, including GCS if appropriate
- 5) Vital signs, including pulse, blood pressure and respirations
- 6) Pulse oximetry and/or blood glucose reading if appropriate and available
- 7) Presence or absence of IV access
- 8) Type of immobilization, if appropriate
- 9) Physical Exam
 - a. Pupillary size and response
 - b. Respiratory Distress
 - c. Lung Sounds
 - d. Skin Condition
 - e. JVD
 - f. Pedal Edema
 - g. Pain Scale
- 10) Relevant past medical history
- 11) Medications
- 12) Allergies
- 13) 12 lead EKG findings if appropriate
- 14) Any therapeutic measures performed.

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

GENERAL MEMBERSHIP

A meeting of the General Membership of the Brown County Fire Investigation Task Force was held on September 3, 2009, at 7:00 p.m., at Bellevue Fire Station #1, 3100 Eaton Rd., Green Bay, WI.

Present: Dan Kerkhoff, Tom Hendricks, Rick Davidson, Dave Bielinski, Dave Seidl, Brent DuBois, Brad Neville, Kyle Lauf, John Schweitzer, Greg Steenbock, Doug Peters, Joe Gabe, Larry Wilson, Glenn Deviley, Terry Rottier, Eric Johnson, Brad Muller, Lance Catalano

Item #1. Adoption of Agenda.

Motion was made by Kerkhoff and seconded by Hendricks to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Previous Meeting.

Motion was made by Deviley and seconded by Gabe to approve the minutes of the last meeting. **Motion carried.**

Item #3. Report of Task Force Activities.

Muller reported that the fire investigation unit was called out to the following fires since the last meeting:

05-30-09 3480 Bay Highlands Dr., Green Bay (residence/accidental)
05-31-09 1429 N. Irwin Ave., Green Bay (duplex/arson)
06-02-09 2337 Townhall Rd., Bellevue (residence/undetermined)
06-03-09 1322 S. Broadway, Green Bay (2-family/accidental)
06-05-09 1217 St. Agnes Dr., Green Bay (residence/fatal/accidental)
06-25-09 3334 Walter Way, Green Bay (multi-family/accidental)
07-03-09 1337 S. Taylor St., Green Bay (multi-family/arson/under investigation)
07-11-09 1024 Harvey St., Green Bay (duplex/undetermined)
08-07-09 1623 Lynwood Ln., Bellevue (residence/arson)
08-29-09 1016 Eliza St., Green Bay (residence/fatal/accidental)

Item #4. Information from Board of Directors Meeting.

The next meeting is September 17, 2009.

Item #5. Old Business.

Catalano reported that Jimmy Knight appealed his conviction in which he was sentenced to 8 years. He got a new trial and was sentenced this time to 9-1/2 years.

Item #6. New Business.

A. Election of Officers.

Steenbock and Kerkhoff nominated Muller for president. Motion was made by Kerkhoff and seconded by Gabe to unanimously re-elect Muller as president. **Motion carried.**

Kerkhoff nominated Johnson for vice-president. Johnson and Steenbock nominated Deviley for vice-president. A ballot vote was held and Deviley was elected as vice-president.

Deviley and Wilson nominated Davidson for treasurer. Motion was made by Hendricks and seconded by Wilson to unanimously re-elect Davidson as treasurer. **Motion carried.**

Muller reported that at the spring IAAI conference the task force received an award for the investigation of the May's grocery store fire. The fire safety house is now being stored in Ashwaubenon at a warehouse off Packerland Drive owned by Rusty Van Rite. The fall IAAI conference is November 6-8, 2009, in Rhinelander. Get training ideas to Johnson and any new equipment ideas to Muller.

Item #7. Juvenile Firesetter Business.

Gabe reported that there were seven JFS cases in last month. There will be classes at fire inspectors conference in November.

Seidl reported on collecting donations for safety house. He and Nick Craig are looking at past donator list to request donations from them again. We should ask them every year as well as the fire departments. Need bigger truck to pull the safety house.

It was reported that Craig went to Dallas and looked at a safety town, which is a great model for fire safety. One is being built in downtown Green Bay.

Item #8. Other Matters.

No other matters were discussed.

FITF General Membership
September 3, 2009
Page 3 of 3

Item #9. Set Date, Time, and Location of Next Meeting.

The next meeting is set for Thursday, December 3, 2009, at 7:00 p.m., at the Brown County Sheriff's Department, 300 E. Walnut St., Green Bay, WI.

Item #10. Training.

Training was on the Eliza Street fire and car fires.

Respectfully submitted,

Marsha Laurent
Recording Secretary

1c

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on September 17, 2009, at 9:00 a.m., at the Allouez Fire Department, 135 Dauphin St., Green Bay, WI.

Present: Jeff Roemer, Nicklaus Craig, Larry Mours, Tom Vandenack, Rick Davidson, Glenn Deviley, Brad Muller, Larry Wilson, Mark Wallace, Robert Kiser, Ed Janke, Don Phillips, John Gossage

Excused: Jim Arts, Greg Urban, Dennis Kocken

Absent: Derek Beiderwieden, Eric Dunning, Kevin Tielens, Jim Nickel, Kevin Heimerl, John Zakowski

Item #1. Adoption of Agenda.

The agenda was adopted.

Item #2. Approve Minutes of Meeting of May 21, 2009.

The minutes of the previous meeting were approved.

Item #3. Report of Monthly Activities of the Fire Investigation Unit.

Muller reported that the fire investigation unit was called out 12 times since the last meeting.

05-30-09	3480 Bay Highlands Dr., Green Bay (residence/accidental)
05-31-09	1429 N. Irwin Ave., Green Bay (duplex/arson)
06-02-09	2337 Townhall Rd., Bellevue (residence/undetermined)
06-03-09	1322 S. Broadway, Green Bay (2-family/accidental)
06-05-09	1217 St. Agnes Dr., Green Bay (residence/fatal/accidental)
06-25-09	3334 Walter Way, Green Bay (multi-family/accidental)
07-03-09	1337 S. Taylor St., Green Bay (multi-family/arson/under investigation)
07-11-09	1024 Harvey St., Green Bay (duplex/undetermined)
08-07-09	1623 Lynwood Ln., Bellevue (residence/arson)
08-29-09	1016 Eliza St., Green Bay (residence/fatal/accidental)
09-10-09	1032 Pine St., Green Bay (duplex/arson)
09-10-09	4335 De Pere Rd., Glenmore (residence/arson)

Item #4. Report of General Membership President.

Muller reported that the last meeting was held on September 3, 2009, at Bellevue Fire Station #1. The task force was given an award at the spring IAAI conference for the investigation of the Mays

grocery store fire, which resulted in convictions. There was discussion on pager issues. The fall IAAI conference will be held November 6-8, 2009, in Rhinelander, focusing on heavy equipment fires. Election of officers was held. Muller was re-elected as president, Glenn Deviley was elected as vice-president, and Rick Davidson was re-elected as treasurer. Looking for different training ideas. Training entailed the fatal fire on Eliza Street and hybrid cars. The next meeting is scheduled for December 3, 2009, at the Brown County Sheriff's Department.

Item #5. Old Business.

A. Dispositions of Case Proceedings.

Zakowski was not present.

B. Status of County agreement with MABAS.

No new information to report.

C. Revisit approval of intern application for Christopher Brodbeck of the Suamico Fire Department.

Muller advised that Brodbeck does not meet the qualifications to become an intern. Motion made by Muller and seconded by Wallace to deny his application. **Motion carried.**

Item #6. New Business.

A. Election of Officers.

Motion was made by Muller and seconded by Wilson to re-elect Kiser as chairperson. **Motion carried.** Motion was made by Vandenack and seconded by Davidson to re-elect Mours as vice-chairperson. **Motion carried.**

Item #7. Report of Juvenile Firesetter Program Coordinator.

A. Update on Safety House (501C-3 Plan).

Muller reported that the safety house is now being stored at Van Rite Construction off Packerland Drive in Ashwaubenon at no charge. It was suggested sending the owner of the property a thank you letter.

Craig advised there were two referrals to Human Services. The electronic filing system has been completed.

1d

FITF Board of Directors
September 17, 2009
Page 3 of 3

Item #8. Other Matters.

The fire investigation van is currently disabled with steering problems. Kiser stated he received a memo from Cullen Peltier, the Brown County Emergency Management director, who informed him that the Oneida Tribe may have a vehicle or two they are not using that could meet our needs. Muller will check out the vehicles. It was brought up that Suamico has one for sale. Motion made by Vandenack and seconded by Davidson to start seeking replacement of a response vehicle. **Motion carried.**

Item #9. Set Date, Time, and Location of Next Meeting.

The next meeting was set for Thursday, November 12, 2009, at 9:00 a.m., at the Allouez Fire Department.

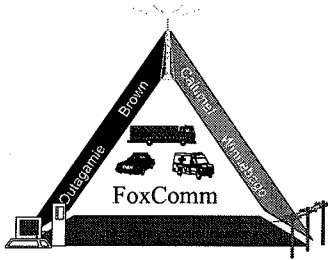
Item #10. Adjourn.

Motion was made by Vandenack and seconded by Mours to adjourn the meeting. **Motion carried.**

Respectfully submitted,

Marsha Laurent
Recording Secretary

1d



FoxComm Executive Committee Minutes October 23, 2009

Present: Brian Leonhardt, Patty Francour, Tom Pynaker, Howard Mezera, Karen Carlson, *John Bodnar, *Jim Nickel, Barb Bocik (*Attended a portion of the meeting)

1. The meeting was called to order at 8:30AM.
2. Approve Agenda: Pynaker/Francour moved approval of the October 23, 2009 agenda. Motion passed unanimously.
3. Approval of Minutes from August 26, 2009 Meeting: Pynaker/Francour moved approval of the Minutes from the August 26, 2009 meeting. Motion passed unanimously.
4. Closed Session: Pynaker/Francour moved to convene in closed session. Roll Call vote: Pynaker-aye, Francour-aye, Leonhardt-aye. Motion passed unanimously.
5. Closed Session: Pynaker/Francour Motion to reconvene in open session. Motion passed unanimously.
6. Draft Intergovernmental Agreement Review: Karen updated the committee regarding discussions on points to change in the Intergovernmental Agreement and handed out a document entitled "Proposed Amendments for FoxComm Agreement and Resolution of Disputes". John Bodner reviewed and explained the recommendations included in this document to the committee and advised that the document was the result of meetings he had with Joe Guidote and Pam Captain. Discussion was held regarding having a less than full membership (or an "Associate Membership") for other counties. Karen discussed bringing a draft of the Intergovernmental Agreement to the Fiscal Advisory Board. The committee discussed that the current Intergovernmental Agreement would still be in force even after Brown County leaves FoxComm.
7. Draft Oneida Agreement: Karen handed out the Memorandum of Understanding with the Oneida Nation. CAD to CAD interface option is still being reviewed. Karen does have some answers to the following questions:
 - How are ongoing costs determined? Ongoing costs would be determined as a percentage of the sale. The standard percentage is 18% borne by whoever is the purchaser of the CAD to CAD interface.
 - How is the system affected when there are different CAD releases? There should be no issues because Brown is on the same version as FoxComm.
 - What happens when one side of interface is not working properly? We have to work through the issues.
 - What will happen when we change to DOT.net version of CAD system? We will have to work through the issues.
 - Who is responsible for changes to interface is something should occur? We will have to work through the issues. This is a question for project management. If there are any problems, the system could quickly be turned off.

- Karen inquired as to the Operational Guide to Interface and how it functions and she was told that it is a work in progress.

The Committee authorizes Karen to keep moving forward on the draft.

8. Closed Session: Francour/Pynaker moved to convene in closed session. Roll Call vote: Francour-aye, Pynaker-aye, Leonhardt-aye. Motion passed unanimously.
9. Closed Session: Francour/Pynaker moved to reconvene in open session. Motion passed unanimously.
10. Next Steps in the Voice Communication System:
 - a. Consultant Procurement: Karen stated an RFP will be drafted soon. Karen hopes to have a draft by the November 5, 2009 meeting with ability to move on to finance in December.
 - b. Steering Committee Activity: All three county board presentations have been done and the committee will be meeting to define the common message moving forward. A few Town Associations and towns will still have presentations made to them. The committee will be meeting to discuss the common message, moving forward and next steps. Chairmen Leonhardt asked for a checklist to be provided to the various municipalities.
11. Organizational Strategic Planning: Karen discussed Strategic Planning at the last UTC meeting. An outside facilitator would be very helpful and Karen did put an email out to one individual. Members of UTC would like to be very participative early on in the process. UTC wants to have a joint meeting with FAB on November 5. Karen's opinion would be to wait until we are a little bit further on in the process and the chair of UTC is in agreement with that. UTC would like a clearer definition of their role in the process.
 - a. Process Review: How do we want to move the strategic planning forward? Chairman Leonhardt proposed that this be done in a more relaxed setting and noted that he is in favor of getting UTC involved as early as possible. Pynaker noted that he is in favor of utilizing an outside facilitator and using a representative from each county.
12. Next Meeting: to be determined
13. Adjourn: Pynaker/Francour moved to adjourn the meeting. Motion passed unanimously.

The meeting adjourned at 10:45 AM.

Respectfully submitted,

Barb Bocik

Executive Administrative Assistant
Outagamie County Executive's Office

1e

**PROCEEDINGS OF THE BROWN COUNTY LOCAL EMERGENCY PLANNING
COMMITTEE – LEPC**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Local Emergency Planning Committee** was held on Tuesday Sept 8th 2009 at 1:30 pm at Georgia Pacific 1919 S Broadway Green Bay, WI 54304

PRESENT: Leon Engler, Tom Collins, Jeff Roemer, Rob Goplin, Steve Maricque, Michael Moore, Bill Marotz, Tim O’Conner, Dennis Carr, David Catalano, Ron Koch, Tim Rasmussen, Emery Coonen, Ed Olson, Mark Thiry, Cullen Pelter, Roxanne Chronert, Kathy Clayton, Judy Friederichs, Paul Gazdik

1. **CALL MEETING TO ORDER:**

The meeting was called to order by Tom Collins at 1:30 p.m.

2. **APPROVAL OF AGENDA:**

A MOTION WAS MADE TO APPROVE THE AGENDA BY TIM RASSMUSSEN.
Vote taken. MOTION CARRIED UNANIMOUSLY.

3. **APPROVAL OF MINUTES:**

A MOTION WAS MADE TO APPROVE THE MINUTES BY LEON ENGLER.
Vote taken. MOTION CARRIED UNANIMOUSLY.

4. **COMMITTEE REPORTS:**

A. **PUBLIC INFORMATION AND EDUCATION COMMITTEE**

-Judy Friederichs reported that the PIE Committee is gearing up for some public outreach and education. The committee is in the process of scheduling members to work the upcoming Fire open houses and Senior Fest at Shopko Hall. The committee also put together an easy to use program guide for the Weather Radio’s. The committee’s next meeting will be held September 15th at 9 am.

B. **EXECUTIVE COMMITTEE**

-Cullen Peltier reported that the LEPC appointments were approved by the county board and that all the participants in the LEPC are official members.

C. **PLANNING COMMITTEE**

- Cullen Peltier asked if anyone is interested in participating in a Table Top Exercise that would reconvene the planning committee to support this process.
-Tom Collins suggested that we look to Sam to help us find a good participant in this process.

-Michael Moore the reviewed his plan for George Pacific for September's Plan for Review

6. OLD BUSINESS/OTHER BUSINESS

A. ARES/RACES UPDATE

-Dave Catalano reported that their group provided communication support in the Airport Exercise, a local Bicycle race, and are continuing to work on simulated tests. Mr. Catalano reported that he is working with Mr. Peltier on getting an HF antenna hooked up in the EOC. They are in contact with WEM for computers and they have added new members to there group.

B. RECENT SPILLS

-Roxanne Chronert gave a brief introduction on who she is and also introduced Kathy Clayton from the EPA. Ms. Chronert gave an overview of the recent spills. Ms. Clayton talked brief of the services that she can provide business in the area specifically local government reimbursement help.

C. Airport Exercise

-Cullen Peltier reported that the Airport Exercise went very well. A few things for improvement but overall a successful exercise.

7. NEW BUSINESS

A. HAZMAT BOARD DISSOVLED TO GREEN BAY FIRE

-The committee entered into a Q and A with Cullen Peltier, Chief Roemer and Assistant Fire Chief Goplin dissucsing the HazMat Boards decision to dissolve.

After discussion and questions Tom Collins made a Motion:

To reaffirm the decision made by the HazMat Board of Directors to dissolve all decision making to Green Bay Fire, and keep management of assets with Brown County Emergency Management. Seconded by Leon Engler. A roll call vote passed unanimously: 13-0-0

B. BOU-MATIC OFFICIAL WRITTEN REQUEST FOR INFORMATION

-Cullen fielded a Q and A about a written request from this company believed to be storing chemicals with out reporting. Committee voted unanimously to take action.

C. EPA DEMO

-Was talked about during the Recent Spills report.

8. PUBLIC COMMENT

-Hybrid cars from a responders stand point were discussed. Education and training were suggested.

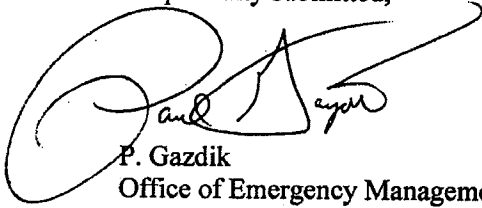
9. SUCH OTHER MATTERS AS AUTHORIZED BY LAW

Nothing at this time

10. ADJOURN

A MOTION WAS MADE BY TO ADJOURN AT 2:45 P.M. 2ND Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "P. Gazdik", is written over a large, stylized circular flourish.

P. Gazdik
Office of Emergency Management

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

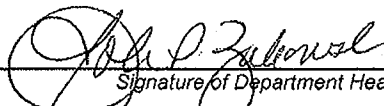
Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.024.001.5300.001	Office Supplies	\$7,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.024.001.5330	Books, periodicals	\$2,400
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.024.001.4601.012	Sales - Copy revenue	\$9,400
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.024.001.5710	Paper services legal	\$1,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.024.001.5782.100	Expert witness fees	\$550
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.024.001.5304	Printing	\$1,550

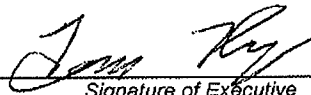
Narrative Justification:

The DA's office is over budget in office supplies due to higher-than-anticipated use of paper as well as a large purchase of file folders for Drug Court and drug conspiracy cases. Books, periodicals and subscriptions are also over-budget due to an unanticipated increased in shipping charges and subscription fee rates. The amount budgeted for copy machine revenue was exceeded in August so will be more than adequate to cover the budgeted shortfall.

This adjustment also moves excess printing funds to paper services-legal and expert witness fees to cover small shortfalls.

AUTHORIZATIONS


 Signature of Department Head
 Department: District Attorney
 Date: 11/3/09


 Signature of Executive
 Date: 11/6/09


 11/3/09

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.300.4302	Other State Grants	\$24,200
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.300.5340	Travel & Training	\$10,700
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.300.5300	Supplies & Expense	\$1,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.300.5708	Professional Services	\$12,000

Narrative Justification:

Brown County Emergency Management was awarded a grant in the amount of \$24,200 to coordinate 2 regional workshops and 3 tabletop exercises related to Long Term Power Outages. The funds will be used to bring in subject matter experts to facilitate the workshops, the expenses related to hosting the workshops/tabletops, and a contractor to assist with coordinating the events.

AUTHORIZATIONS

James V. Michel
Signature of Department Head
Department: Public Safety Communications
Date: 11/19/09

James Kling
Signature of Executive
Date: 11/20/09

11/19/09
7

BUDGET ADJUSTMENT REQUEST

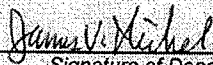

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input checked="" type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input checked="" type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.013.061.9003	Transfer Out	\$13,200
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.001.5100	Salaries	\$13,200
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

Transfer of funds from FoxComm reserve account to Emergency Management salaries in order to cover salaries/fringe difference unaccounted for when the part-time Office Manager position was reclassified to a full-time Emergency Management Coordinator during 2009.

AUTHORIZATIONS

<div style="text-align: center;">  _____ Signature of Department Head </div> <div style="margin-top: 10px;"> Department: <u>Public Safety Communications</u> Date: <u>November 18, 2009</u> </div>	<div style="text-align: center;">  _____ Signature of Executive </div> <div style="margin-top: 10px;"> Date: <u>11/20/09</u> </div>
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 11/19/09

GRANT APPLICATION REVIEW

Department: PSC - Emergency Mgmt. Preparer: Cullen Peltier Date: 10/16/09Grant Title: HS Mutual Aid Radio Round 5 (2007/2008) Grantor Agency: WI Office of Justice AssistanceGrant Period: 12/01/2009 to _____ Grant # (if applicable): _____

Brief description of activities/items proposed under grant:

The funds will be used to replace portable and mobile radios for the Villages of Howard, Hobart, and Wrightstown. There is not a match requirement, rather a requirement for a funding commitment on the part of the grantee. Agencies are invited to apply for funding for up to 75% of the cost up to a maximum of \$1000 for a portable radio, \$2000 for a mobile radio, and \$3500 for a multi-band radio. Any costs above the grant funded amount will be the responsibility of the jurisdiction receiving the equipment.

Total Grant Amount: \$ \$69,946.22 Yearly Grant Amount: \$ _____ Term of Grant: 3-MonthsIs this a new grant or a continuation of an existing grant? ☒ New ☐ Continuation

If a continuation, how long have we received the grant? _____

Are the activities proposed under the grant mandated or statutorily required? ☐ Yes ☒ NoWill the grant fund new or existing positions? ☐ Yes ☒ No If yes, explain: _____Are matching resources required? ☒ Yes ☐ No If so, what is the amount of the match \$ \$20,756.47How will it be met? Any matching dollars will be covered by the participating municipalities.Explain any ongoing cost to be assumed by the Cnty (ie, maint. costs, software licenses, etc.):
NONEExplain any maintenance of efforts once the grant ends:
NONE

Budget Summary:	Salaries:	_____
	Fringe Benefits:	_____
	Operation and Maintenance:	<u>\$69,946.22</u>
	Travel/Conference/Training:	_____
	Contracted Services:	_____
	Outlay:	_____
	Other (list):	_____
	Total Expenditures:	<u>\$69,946.22</u>
	Total Revenues:	<u>\$69,946.22</u>
	Required County Funds:	<u>\$0</u>

APPROVALS

James V. Michel

Signature of Department Head

Date: 10/19/09Lynna Sanden Rengerberg

Signature of Director of Administration

Date: 10/22/09

GRANT APPLICATION REVIEW

Department: PSC - Emergency Mgmt. Preparer: Cullen Peltier Date: 11/18/09Grant Title: Hazardous Materials Emergency Planning Grant Grantor Agency: WI Emergency ManagementGrant Period: 10/1/2009 to 9/30/2010 Grant # (if applicable): _____

Brief description of activities/items proposed under grant:

The funds from this grant will be used to hire a contractor to conduct a study of the hazardous materials that are being transported through the I-43 Corridor. The consultant will also review the MABAS Box Cards from the affected agencies and determine if they adequately address the potential hazards. The consultant will give a full report to the Brown County Local Emergency Planning Committee.

Total Grant Amount: \$ 3,750 Yearly Grant Amount: \$ _____ Term of Grant: 9-monthsIs this a new grant or a continuation of an existing grant? ☒ New ☐ Continuation

If a continuation, how long have we received the grant? _____

Are the activities proposed under the grant mandated or statutorily required? ☐ Yes ☒ NoWill the grant fund new or existing positions? ☐ Yes ☒ No If yes, explain: _____Are matching resources required? ☐ Yes ☒ No If so, what is the amount of the match \$ _____

How will it be met? _____

Explain any ongoing cost to be assumed by the Cnty (ie, maint. costs, software licenses, etc.): _____

NONE

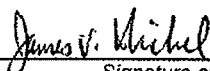
Explain any maintenance of efforts once the grant ends: _____

NONE

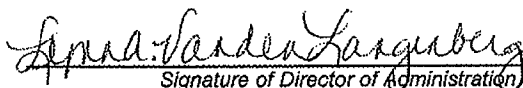
Budget Summary:

Salaries:	_____
Fringe Benefits:	_____
Operation and Maintenance:	_____
Travel/Conference/Training:	_____
Contracted Services:	\$3,750
Outlay:	_____
Other (list):	_____
Total Expenditures:	\$3,750
Total Revenues:	\$3,750
Required County Funds:	\$0

APPROVALS



Signature of Department Head

Date: 11/19/09


Signature of Director of Administration

Date: 11/19/09

GRANT APPLICATION REVIEW

Department: Public Safety – E. Mgmt Preparer: Cullen Peltier Date: October 21, 2009Grant Title: Long Term Power Outage 2009 Grantor Agency: WI Office of Justice AssistanceGrant Period: 12/1/09 to 12/30/10 Grant # (if applicable): _____

Brief description of activities/items proposed under grant:

OJA is seeking applications from local units of government to coordinate regional planning activities and evaluation of proposed Standard Operating Guidelines for region-wide response and recovery from long-term power outages. As the recipient we will coordinate a Regional Planning workshop to develop Standard Operating Guidelines for long-term power outages. We will coordinate up to 3 regional exercises, and we will coordinate a lessons-learned workshop. A contractor will be hired for the project. The contractor will be responsible for all of the deliverables.

Total Grant Amount: \$ 19,500 Yearly Grant Amount: \$ 19,500 Term of Grant: 13 monthsIs this a new grant or a continuation of an existing grant? ☒ New ☐ Continuation

If a continuation, how long have we received the grant? _____

Are the activities proposed under the grant mandated or statutorily required? ☐ Yes ☒ NoWill the grant fund new or existing positions? ☐ Yes ☒ No If yes, explain: _____Are matching resources required? ☐ Yes ☒ No If so, what is the amount of the match \$ _____

How will it be met? _____

Explain any ongoing cost to be assumed by the Cnty (ie, maint. costs, software licenses, etc.): NoneExplain any maintenance of efforts once the grant ends: None

Budget Summary:

Salaries:	_____
Fringe Benefits:	_____
Operation and Maintenance:	_____
Travel/Conference/Training:	_____
Contracted Services:	<u>\$19,500</u>
Outlay:	_____
Other (list):	_____
Total Expenditures:	<u>\$19,500</u>
Total Revenues:	<u>\$19,500</u>
Required County Funds:	<u>\$0</u>

APPROVALS

James V. Michel
Signature of Department Head

Date: 10/21/09

Linda VanderLinden
Signature of Director of Administration

Date: 10/22/09

CONSULTANT CONTRACT

THIS CONTRACT made as of this ____ day of _____, 2009, between Brown County Emergency Management, located at 3028 Curry Lane, Green Bay, Wisconsin, hereinafter called "Brown County", and Safety Planning & Consulting LLC, located at 1145 Sandstone Place, Green Bay, Wisconsin, hereinafter called the "Consultant".

WHEREAS, Brown County desires to engage the Consultant as an independent contractor, and the Consultant desires to accept such employment on the terms and conditions set forth hereinafter;

NOW, THEREFORE, in consideration of the covenants and agreements herein contained, Brown County and the Consultant agree with each other as follows:

1. Scope of Services. The primary purpose of the Consultant's activities will be to assist Brown County with the development of the Wisconsin Homeland Security Long Term Power Outage (2008) Project. Specifically, the assistance will include the following project activities:
 - a. Work in collaboration with the Wisconsin Office of Justice Assistance (OJA) Program Manager to coordinate a region-wide workshop for Wisconsin Emergency Management's East Central Region;
 - b. Document and prepare regional Standard Operating Guidelines for a long-term power outage (LTPO) using template guidelines developed by the SOG workgroup;
 - c. Distribute the draft regional LTPO Standard Operating Guidelines to stakeholders within the East Central Region for review and comment;
 - d. Coordinate the location, prepare and distribute participant and observer invitations, and organize meeting materials for a maximum of three (3) LTPO exercises to be conducted in Wisconsin Emergency Management's East Central Region;
 - e. Coordinate the location and organize the meeting materials for one (1) Lessons Learned Workshop, to be conducted by the Wisconsin Emergency Management Exercise Officer;
 - f. Publication (electronic copy to be provided) of the final regional LTPO Standard Operating Guideline document and integration as an Emergency Support Function in the region's Emergency Operations Plan.
 - g. Complete and file with Brown County Emergency Management any and all reporting requirements as required in the LTPO (2008) Grant Award.
2. Terms of Contract. The term of this contract shall begin upon the date of signature and end at the closing of the LTPO (2008) Grant Performance Period.
3. Compensation. For services described above, Brown County shall pay compensation for the Consultant's services in the amount of a \$13,000 flat fee. Payments to the Consultant shall be as follows: Quarterly payments of \$ 3,000 each on March 15, 2010, June 15, 2010, and September 15, 2010, with the full remaining balance due upon completion of project activities.
4. Reimbursement for Expenses. The Consultant shall not require any reimbursement for expenses under this agreement.

Safety Planning & Consulting LLC

Jeff Stauber, Owner
1145 Sandstone Place
Green Bay, WI 54313-1330
920-621-3306

Contract Proposal Homeland Security Long Term Power Outage (LTPO) 2008 Grant November 2, 2009

Title

This project shall be known as the "Homeland Security Long Term Power Outage 2008 Project", or hereinafter the "LTPO Project".

Authority

The LTPO Project shall be conducted under the supervision and authority of the Office of Brown County (Wisconsin) Emergency Management, Cullen Peltier, Director.

Contractor

This proposal is submitted by Jeff Stauber, Owner, Safety Planning & Consulting LLC or "SPC LLC".

Problem/Need

Following the 2008 Wisconsin Emergency Management Association (WEMA) Conference session, "Anatomy of a Disaster: Planning for and Responding to a Long-term Power Outage", a group of subject-matter experts was convened to produce a template for developing region-wide Standard Operating Guidelines (SOG) for long-term power outages. This project will evaluate and revise these guidelines to address local regional needs.

Each Wisconsin Emergency Management (WEM) region's LTPO grant applicant shall be responsible for coordinating a regional workshop to review and modify the template guidelines to address local region concerns and requirements. Tabletop exercises will then be conducted to test the revised guidelines within the region. These exercises will be designed and facilitated by the designated WEM Exercise Officer.

Upon completion of the exercises, the grant recipient will host a final regional meeting to discuss lessons learned and review the final regional guidelines. The final SOG will be incorporated as an Emergency Support Function in the region's Emergency Operation Plan.

Project Activities

The primary purpose of the Consultant's activities will be to assist Brown County Emergency Management with the development of the Wisconsin Homeland Security Long Term Power Outage (2008) Project. Specifically, the assistance will include the following project activities:

Safety Planning & Consulting LLC

1. Work in collaboration with the Wisconsin Office of Justice Assistance (OJA) Program Manager to coordinate a region-wide workshop for WEM's East Central Region;
2. Document and prepare regional Standard Operating Guidelines for a long-term power outage (LTPO) using template guidelines developed by the SOG workgroup;
3. Distribute the draft regional LTPO Standard Operating Guidelines to stakeholders within the East Central Region for review and comment;
4. Coordinate the location, prepare and distribute participant and observer invitations, and organize meeting materials for a maximum of three (3) LTPO exercises to be conducted in WEM's East Central Region;
5. Coordinate the location and organize the meeting materials for one (1) Lessons Learned Workshop, to be conducted by the WEM Exercise Officer;
6. Publication (electronic copy to be provided) of the final regional LTPO Standard Operating Guideline document and integration as an Emergency Support Function in the region's Emergency Operations Plan.
7. Complete and file with Brown County Emergency Management any and all reporting requirements as required in the LTPO (2008) Grant Award.

Deliverables

1. Draft Regional LTPO Standard Operating Guidelines, includes (a) the documentation and preparation of regional Standard Operating Guidelines for long-term power outages using template guidelines developed by the SOG work group and (b) distribution of the draft regional SOG to local stakeholders for review and comment.
2. Publication (electronic copy to be provided) of the final regional SOG document and integration as an Emergency Support Function in the region's Emergency Operation Plan.

Project Timeline (Estimated)

The project timeline will vary based on the requirements contained in the final grant award to Brown County. A best estimate of activities is:

January 2010:

Meet with the County Emergency Management Directors of the WEM East Central Region to identify stakeholders in the LTPO Project.

January 2010 to February 2010:

Safety Planning & Consulting LLC

Make preparations for a region-wide Full-Day Planning Workshop, to be conducted at a location determined by the Director of Brown County Emergency Management.

March 2010:

Conduct a Full-Day Planning Workshop. Analyze the data collected during the Planning Workshop, create and distribute draft regional SOGs to local stakeholders for review and comment.

March 2010 to April 2010:

Collect and review comments from SOG distribution. Evaluate and incorporate comments received into the draft SOGs.

April 2010:

Make preparations for WEM East Central Regional Exercises, to be conducted at the locations determined by the Director of Brown County Emergency Management.

May 2010 to July 2010:

Conduct WEM East Central Regional Exercises. Review After-Action Reports generated by the designated WEM Exercise Officer.

August 2010:

Make preparations for Lessons Learned Workshop, to be conducted at a location determined by the Director of Brown County Emergency Management.

September 2010:

Conduct Lessons Learned Workshop.

October 2010:

Review data and comments received from Lessons Learned Workshop, prepare final regional SOG documents and integrate as an Emergency Support Function in the East Central Region's Emergency Operation Plan.

November 2010:

Complete all required reporting requirements, deliver final project to Brown County Director of Emergency Management.

Safety Planning & Consulting LLC

Budget

Safety Planning & Consulting LLC proposes a flat fee contract arrangement in the total amount of \$ 12,000, with quarterly payments of \$ 3,000 each made to Safety Planning & Consulting LLC on March 15, 2010, June 15, 2010, September 15, 2010, and the full remaining balance due on completion of grant activities.

The Consultant shall not require reimbursement for expenses under this proposal.

Safety Planning & Consulting LLC

Jeff Stauber, Owner

Date

PRODUCTION *Brown Co* PRODUCTION
Public Safety Summary-Month Ending 09/30/09
 Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	YTD Budget Less YTD Transactions	% Used / Rec'd	Prior YTD Total
Revenue Total:	\$5,529,848.00	\$31,454.00	\$5,561,402.00	\$485,573.18	\$0.00	\$4,220,294.73	\$1,341,107.27	76%	\$4,515,502.20
Expenditure Total:	\$5,573,976.00	(\$31,452.00)	\$5,542,524.00	\$409,131.66	\$12,938.90	\$3,976,927.41	\$1,552,698.69	72%	\$4,241,998.44
Fund: 100 Net Total	(\$44,028.00)	\$62,906.00	\$18,878.00	\$56,441.52	(\$12,938.90)	\$243,367.32	(\$211,552.42)		\$273,503.76

- UNDER BUDGET YTD
- EXPECT TO BE ON BUDGET YTD